



**STATE OF GEORGIA**  
**APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity Employer*

**Complete information on searching for jobs with the State of Georgia and an on-line application procedure may be found on the Internet at [thejobsite.org](http://thejobsite.org). Using The Job Site is the preferred method of applying for these State jobs.**

Daytime Telephone Number				E-mail Address			
Last Name				First Name		Middle Initials	
Street or Mailing Address						Apartment No.	
City				State	Zip Code	County	

**EMPLOYMENT ELIGIBILITY:** To be employed by the State of Georgia, you must meet certain State and Federal employment eligibility requirements. These include (but are not limited to) United States citizenship or authorization to work in this country, positive rehire status if previously employed by the State, and no felony convictions (for some jobs). Please answer the following questions.

1. Are you a United States citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	2. Are you an alien authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	3. Have you ever been dismissed from any State of Georgia government position? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If YES, attach an explanation.</b>	4. Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If YES, attach an explanation.</b>
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**TYPE OF WORK:** JOB TITLE AND JOB CODE REQUIRED. If you do not know the correct job titles, information is available at the various State of Georgia agency personnel offices, the Georgia Merit System Office in Atlanta, the Georgia Department of Labor Career Centers, or on thejobsite.org.

<b>Job Code</b>	<b>Specific Job Title Sought</b>

**EDUCATION:**

High School Graduate or Equivalent (GED)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Vocational/Business School:	No. of Months:	Field of Study:	Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: (Mo./Yr)					
<b>PLEASE LIST EXACT COLLEGE HOURS :</b>		<b>CREDIT RECEIVED</b>		<b>FIELD/AREA OF CONCENTRATION</b>	<b>TYPE OF DEGREE</b>	<b>DATE DEGREE COMPLETED</b>			
COLLEGES/UNIVERSITIES	CITY and STATE	Qtr Hrs	Sem Hrs	Major	Hrs	Minor	Hrs	(BA/BS/MA/PhD)	(Mo./Yr.)

**LANGUAGE SKILLS:**  Multilingual (Specify languages) \_\_\_\_\_  Sign Language

**GEORGIA LICENSES AND CERTIFICATIONS:**

Type of License/Certificate	License/Certificate Number	Expiration (Mo. /Yr.)	Specialization/Endorsements
Current Valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Valid Commercial Driver's License (CDL): Class (Check One): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/>			
Teacher Certified in Georgia: Type of Certificate Held:			
Georgia Peace Officer Standards and Training Certificate (POST)			
Other Professional License/Certificate: _____			

**CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.**  
 I certify that all information on this application is correct. I authorize any agent or employee of the State to verify this information and to release it to anyone who may consider me for appointment. I understand that intentionally providing false information on this form or attachments is a violation of state law. **I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.** I further certify that either: 1) I have not been convicted of a drug-related criminal offense; or 2) if I have been convicted of a drug-related criminal offense, it has been more than three (3) months since my first conviction, or more than five (5) years since a second or subsequent conviction (O.C.G.A. 45-23 et. Seq.).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK HISTORY:** Describe your work history below beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer but held different jobs describe each separately. Describe in detail the specific duties beginning with your primary duties. If you need more space, print out the supplemental work history page and attach to the application. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration. *You may submit a resume to document your work background.* However, if the resume does not contain all information requested in the Work History section, please fill in that information on the application. Include additional documents as requested.

Current or Last Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	GA	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number (    )
Reason for Leaving			# and types of employees you supervised:		
Describe in detail your job duties.					
Related Computer Skills:					

Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number (    )
Reason for Leaving			# and types of employees you supervised:		
Describe in detail your job duties.					
Related Computer Skills :					

Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number (    )
Reason for Leaving			# and types of employees you supervised:		
Describe in detail your job duties.					
Related Computer Skills :					

## STATE OF GEORGIA EMPLOYMENT AVAILABILITY

Where do you want to work? List up to nine (9) Communication centers in the blanks below. Use the <i>letter codes</i> of each center.									
1.	2.	3.	4.	5.	6.	7.	8.	9.	

### GSP DISPATCHER APPLICANTS PLEASE SELECT FROM THE FOLLOWING COMMUNICATION CENTERS

**Cartersville-(A)**  
130 State Route 20 Spur  
Cartersville, GA 30120

**Statesboro-(F)**  
10723 US 301 South  
Statesboro, GA 30458

**Gainesville-(B)**  
2000 Cleveland Hwy  
Gainesville, GA 30506

**Americus-(G)**  
113 William Bowen Pointe  
Americus, GA 31709

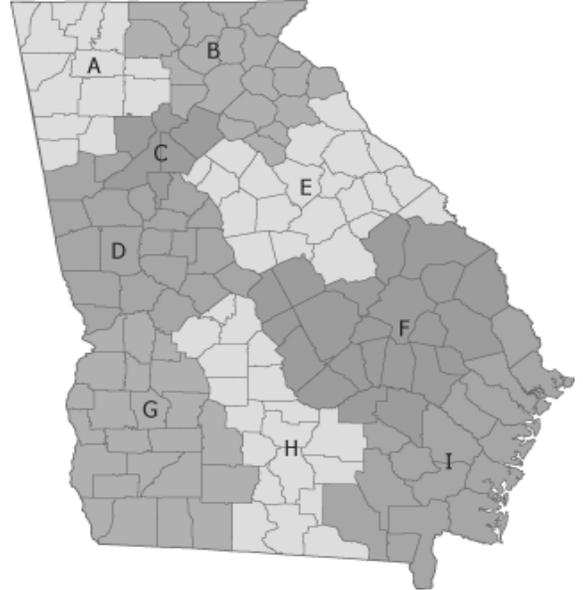
**Atlanta-(C)**  
959 East Confederate Ave  
Atlanta, GA 30316

**Tifton-(H)**  
3101 US Hwy 41 South  
Tifton, GA 31794

**Newnan-(D)**  
517 Turkey Creek Rd  
Newnan, GA 30263

**Brunswick-(I)**  
160 Public Safety Blvd  
Brunswick, GA 31525

**Grovetown-(E)**  
2000 William Few Parkway  
Grovetown, GA 30813



Where do you want to work? List up to nine (9) Regions in the blanks below. Use the <i>number codes</i> of each region.									
1.	2.	3.	4.	5.	6.	7.	8.	9.	

### MOTOR CARRIER COMPLIANCE WEIGHT INSPECTOR APPLICANTS PLEASE SELECT FROM THE FOLLOWING REGIONS

**Region 1 Inspection Station(s)**  
Catoosa County Inspection Station  
I-75 South (Mile Marker 343)  
Ringgold, GA 30736

**Region 6 Inspection Station(s)**  
Monroe County Inspection Station  
I-75 North Mile Marker 190  
Forsyth, GA 31029

**Region 2 Inspection Station(s)**  
Franklin County Inspection Station  
I-85 South Mile Marker 169  
Lavonia, GA 30553

**Region 7 Inspection Station(s)**  
Bryan County Inspection Station  
I-16 West Mile Marker 144  
Ellabell, GA 31308

**Region 3 Inspection Station(s)**  
Douglas County Inspection Station  
I-20 East Mile Marker 43  
1786 Blairs Bridge Rd  
Lithia Springs, GA 31022

Chatham County Inspection Station  
I-95 Mile Marker 111  
Pt. Wentworth, GA 31407

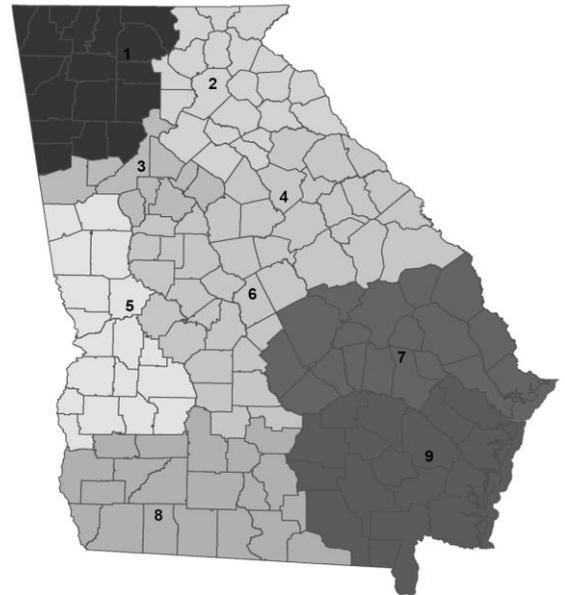
Carroll County Inspection Station  
I-20 West Mile Marker 15  
Temple, GA 30179

**Region 8 Inspection Station(s)**  
Lowndes County Inspection Station  
I-75 South Mile Marker 23  
Tifton, GA 31793

**Region 4 Inspection Station(s)**  
Columbia County Inspection Station  
I-20 East Mile Marker 187  
Harlem, GA 30614

**Region 9 Inspection Station(s)**  
McIntosh County Inspection Station  
I-95 North Mile Marker 55  
Darien, GA 31305

**Region 5 Inspection Station(s)**  
Troup County Inspection Station  
I-85 South Mile Marker 23  
Lagrange GA 30240



**Please Note:** Applicants for Motor Carrier Compliance Officer, a location will be decided based on need. For all other applicants, please refer to specific job posting for position location information.

**EVALUATION PROCEDURES-(THIS DOES NOT APPLY TO DEPARTMENT OF PUBLIC SAFETY CANDIDATES)**

**Written Tests:** To obtain a job in certain fields, such as criminal justice and secretarial, you must pass a written and/or performance test. The test scheduling process is shown below. Proper identification with your picture and signature, such as a driver's license, is required for admission to all examinations.

**Walk-in Examinations:** Tests are offered on selected days in Atlanta only on a walk-in basis. If you wish to test in Atlanta, apply online or bring a completed application with you. Some testing outside of Atlanta is also done on a walk-in basis. The "Walk-In Testing Schedule" is available on our Web site at [thejobsite.org](http://thejobsite.org). You may also call (404) 656-2724 and request a copy of this schedule.

**Scheduled or Reserved Seating Examinations:** Written tests are offered on certain Saturdays in selected cities. If you request a scheduled examination and your application is approved, you will receive an admission slip by mail for the next available test session showing the address of the testing center you have chosen and the date and time of your appointment. This may take a month or longer due to limited seating.

**Select ONE city where you wish to take a written test on Saturday:**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Americus - [Y] | <input type="checkbox"/> Augusta - [S]  | <input type="checkbox"/> Clarkesville - [F] | <input type="checkbox"/> Sandersville - [M] |
| <input type="checkbox"/> Rome - [E]     | <input type="checkbox"/> Savannah - [H] | <input type="checkbox"/> Thomasville - [U]  | <input type="checkbox"/> Waycross - [L]     |

**Retest Policy:** Your score will normally remain on the list of available applicants for six months from the date of your examination (and, in many cases, you may also extend your score for an additional six months). Generally, you can apply to be evaluated or to take a written test for the same job only three times in one year, with a minimum 30 day waiting period between examinations. Upon re-examination, the higher of your scores will generally be kept. The lower score will not be accessible to employing agencies.

**ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES**

**For Merit System Walk-in or Scheduled testing purposes only, do you require special examination accommodations because of a disability?** If so, attach a note to this application asking us to call. **PRIOR ARRANGEMENTS ARE NECESSARY.** Note that in order to receive accommodations for testing, you must (1) tell the Merit System you need an examination accommodation at least one (1) day **PRIOR** to the test; (2) have the accommodation authorized **BEFORE** being tested; and (3) provide documentation to show the need for the accommodation (if requested by the Merit System). If you have questions about this process and have a hearing or speech impairment, please call the Georgia Relay at 1-800-255-0056 or 7-1-1 (TTY/text phone) or 1-800-255-0135 (standard phone). If you need the State of Georgia Application in an alternate format, please call the Georgia Merit System at (404) 656-2725

**Training and Experience Ratings:** If you apply for a job that does not require a written test, your evaluation will be based on the experience, education, and training you describe on your application. You will also be evaluated on any supplemental information you may be asked to provide.

**VETERAN'S PREFERENCE:** The laws of the State of Georgia require that points be added *to passing examination scores* for certain veterans and combat troops of the Armed Forces of the United States. The following types of preference are currently granted. If you want to apply for Veteran's Preference, check the type below and attach copies of the appropriate document(s) to your application. Copies cannot be returned. (SPB 16.102)

- |   |  |
|---|--|
| <input type="checkbox"/> VETERAN: DD214 showing dates of service and type of discharge  | <input type="checkbox"/> DECEASED VETERAN'S SPOUSE: DD214; marriage certificate; veteran's death certificate or casualty report  |
| <input type="checkbox"/> DISABLED VETERAN: DD214; certificate of service-connected disability (at least 10%) from the V.A. dated within the last 6 months | <input type="checkbox"/> DISABLED VETERAN'S SPOUSE: DD214; marriage certificate; disabled veteran's documents dated within last 6 months (veteran must have 100% disability) |

**Date:** \_\_\_\_\_ **Requisition Number (for announced jobs only):** \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

The information you give in this section is optional. It is used by the Georgia Merit System and other state agencies to comply with Federal guidelines for monitoring the equal employment opportunity efforts of the State of Georgia.

Last Name	First Name	MI

<b>Ethnic Background (Check One):</b>		<b>Gender</b>	<b>Birth Date</b>
1. <input type="checkbox"/> American Indian	2. <input type="checkbox"/> White, not of Hispanic origin	(Check One):	MO DAY YR
3. <input type="checkbox"/> Hispanic	4. <input type="checkbox"/> Black, not of Hispanic origin	<input type="checkbox"/> Male	<table border="1" style="display: inline-table; width: 30px; height: 20px;"></table> <table border="1" style="display: inline-table; width: 30px; height: 20px;"></table> <table border="1" style="display: inline-table; width: 30px; height: 20px;"></table>
5. <input type="checkbox"/> Asian/Pacific Islander	6. <input type="checkbox"/> Multi-racial	<input type="checkbox"/> Female	<i>Birth Date - Required for some law enforcement jobs.</i>

For Agency Use